

**MINUTES
VILLAGE OF LAKEPARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SEESION**

7:00 P.M.

NOVEMBER 10, 2015

ATTENDING: Mayor David Cleveland
Council Members: Sandy Coughlin, John Barnes, Pam Jack, Mark Phillips
and Fabian Szarko.
Village Administrator Cheri Clark
Finance Officer Cheryl Bennett
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the Regular Session November Council meeting to order.

INVOCATION: Susana Szarko gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: Sean Lowther – 5209 Fennell Street – thanked everyone who ran for public office. On November 10th there was a recount of the ballots for the four year Council seats with no changes to the election results.

Mayor David Cleveland shared that Veterans Day is Wednesday and he thanked all the men and women who have served our Country. Of the people present at the meeting, Sean Lowther served in the Air Force from 1964 – 1968, Bob Haegele served in the Air Force from 1951 – 1955, and Mayor David Cleveland served in the Army from 1968 – 1970. North Carolina has 724,000 veterans and the United States has over 21 million veterans.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the October 13, 2015 Regular Session Council Meeting Minutes, September 8, 2015 Closed Session Minutes and the Amended September 8, 2015 Regular Session Council Meeting Minutes. Pam Jack seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Delete: Waste Collection. Sandy Coughlin made a motion to approve the Agenda as amended. Fabian Szarko seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that there were 88 calls for service during the month of October and 277 self-initiated calls during the month. We had 10 Alarm calls, 2 Burglary vehicle, 2 Disturbance or Nuisance, 2 Trespassing unwanted subject, 12 traffic stops and 1 Barking Dog call.

Attorney Ken Swain is working on the potential changes to the Parking Ordinance.

ELECTION 2015: Mayor David Cleveland expressed his congratulations to the candidates that ran and won their seats on Council. He also thanked all the candidates that ran for office and shared that the Village is fortunate to have so many people interested in making a difference in Lake Park. Union County had an 11% voter turnout, while Lake Park had a 25% voter turnout.

Cheri Clark shared that the October 22nd Candidates Forum was well attended and that the video of the forum was watched 158 times.

STORMWATER: Mayor David Cleveland shared that Lucas Landscaping has started bush hogging the Hoover Stormwater channel. Once the channel is cleared and utilities located, Doug Lucas, John Ross, Cheri Clark and Mayor David Cleveland will walk the channel and identify trees that will need to be removed and fences that will need to be taken down by the property owners.

FINANCE OFFICER'S REPORT: Cheryl Bennett stated that prior year ad valorem is 163% of budget and current year ad valorem funds are on track.

Cheri Clark requested a tax refund of \$15.09 due to overpayment. Sandy Coughlin made a motion to refund the \$15.09 overpayment. Pam Jack seconded the motion. Vote – Unanimous.

| | <u>Oct 15</u> | <u>Jul - Oct 15</u> | <u>YTD Budget</u> | <u>% of Budget</u> |
|-------------------------------|---------------|-------------------------|-----------------------|------------------------|
| General Fund | | | | |
| Income | | | | |
| Property Taxes | | | | |
| Ad valorem current year | 97,497.23 | 146,423.63 | 542,765.00 | 26.98% |
| Utility ad valorem | 0.00 | 0.00 | 6,500.00 | 0.0% |
| Motor vehicle tax | 5,766.27 | 20,141.98 | 63,971.00 | 31.49% |
| Ad valorem prior years | 0.00 | 2,932.18 | 1,800.00 | 162.9% |
| Prior years motor vehicle tax | 33.73 | 44.20 | 500.00 | 8.84% |
| Penalties and interest | 178.88 | 1,462.27 | 1,600.00 | 91.39% |
| Total Property Taxes | 103,476.11 | 171,004.26 | 617,136.00 | 27.71% |
| Other Taxes | | | | |
| Stormwater Fees- current year | 6,710.00 | 11,735.00 | 42,830.00 | 27.4% |
| Stormwater fees - prior years | 0.00 | 440.00 | 0.00 | 100.0% |
| Total Other Taxes | 6,710.00 | 12,175.00 | 42,830.00 | 28.43% |
| State Shared Revenues | | | | |
| Sales and use tax | 13,674.50 | 17,728.29 | 178,000.00 | 9.96% |

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|----------------------------------|-------------------|-------------------|---------------------|----------------|
| Telecom. Franchise | 0.00 | -4.98 | 2,500.00 | -0.2% |
| Elec. franchise tax | 0.00 | 654.09 | 86,000.00 | 0.76% |
| Video Prog. (Cable from State) | 0.00 | 155.34 | 21,000.00 | 0.74% |
| Piped Gas | 0.00 | 1,536.32 | 7,800.00 | 19.7% |
| Solid Waste Disposal Tax | <u>0.00</u> | <u>525.25</u> | <u>2,800.00</u> | <u>18.76%</u> |
| Total State Shared Revenues | 13,674.50 | 20,594.31 | 298,100.00 | 6.91% |
| Parks & Recreation Revenue | | | | |
| Program Fees | 4.00 | 569.75 | 1,300.00 | 43.83% |
| Facility Rentals | 340.00 | 710.00 | 3,000.00 | 23.67% |
| Daily swim fees | 0.00 | 6,874.25 | 12,000.00 | 57.29% |
| Season pass pool fees | <u>0.00</u> | <u>1,530.00</u> | <u>48,000.00</u> | <u>3.19%</u> |
| Total Parks & Recreation Revenue | 344.00 | 9,684.00 | 64,300.00 | 15.06% |
| Other revenues | | | | |
| Zoning Permits | 75.00 | 225.00 | 500.00 | 45.0% |
| Approp. Fund Bal. Stormwater | 0.00 | 0.00 | 35,000.00 | 0.0% |
| Approp. Fund Balance | 0.00 | 0.00 | 143,095.00 | 0.0% |
| Civil Penalties | 150.00 | 170.00 | 500.00 | 34.0% |
| Investment revenue | 59.19 | 266.77 | 700.00 | 38.11% |
| Miscellaneous | <u>1,088.14</u> | <u>1,088.14</u> | <u>1,000.00</u> | <u>108.81%</u> |
| Total Other revenues | <u>1,372.33</u> | <u>1,749.91</u> | <u>180,795.00</u> | <u>0.97%</u> |
| Total Income | <u>125,576.94</u> | <u>215,207.48</u> | <u>1,203,161.00</u> | <u>17.89%</u> |
| Expense | | | | |
| General Government | | | | |
| Other Expenditures | | | | |
| Economic Development | 311.84 | 311.84 | 5,500.00 | 5.67% |
| Contingency | 0.00 | 0.00 | 3,600.00 | 0.0% |
| Stormwater Expense | | | | |
| Advertising | 0.00 | 0.00 | 100.00 | 0.0% |
| Dues and Permits | 0.00 | 0.00 | 250.00 | 0.0% |
| Prof. Fees - Engineering | 1,551.44 | 8,308.94 | 15,000.00 | 55.39% |
| Repairs & Maint. Services | <u>8,800.00</u> | <u>9,407.93</u> | <u>62,480.00</u> | <u>15.06%</u> |
| Total Stormwater Expense | <u>10,351.44</u> | <u>17,716.87</u> | <u>77,830.00</u> | <u>22.76%</u> |
| Total Other Expenditures | 10,663.28 | 18,028.71 | 86,930.00 | 20.74% |
| Planning and Zoning | | | | |
| Pers. Serv. Office | 0.00 | 0.00 | 0.00 | 0.0% |
| Zoning Admin. Services | 892.66 | 3,570.65 | 10,712.00 | 33.33% |

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|---|-----------------|------------------|-------------------|---------------|
| Code Enforcement Services | 0.00 | 0.00 | 1,500.00 | 0.0% |
| Consulting Fees | 272.00 | 714.00 | 1,500.00 | 47.6% |
| Legal Services | 1,631.00 | 1,631.00 | 3,000.00 | 54.37% |
| Advertising | 0.00 | 0.00 | 200.00 | 0.0% |
| Postage | 0.00 | 0.00 | 150.00 | 0.0% |
| Supplies | 0.00 | 75.49 | 500.00 | 15.1% |
| Training | 0.00 | 0.00 | 500.00 | 0.0% |
| Total Planning and Zoning | 2,795.66 | 5,991.14 | 18,062.00 | 33.17% |
| Gen. Govt. Personal Services | | | | |
| Adm Assistant | 698.63 | 698.63 | 5,000.00 | 13.97% |
| Clerk/Tax Collector | 5,195.34 | 20,781.36 | 62,344.00 | 33.33% |
| Council | 0.00 | 3,047.25 | 12,189.00 | 25.0% |
| Finance Officer | 1,346.17 | 5,384.68 | 16,154.00 | 33.33% |
| Mayor | 0.00 | 1,250.00 | 5,000.00 | 25.0% |
| Payroll Expenses | 622.16 | 2,684.56 | 8,886.00 | 30.21% |
| Total Gen. Govt. Personal Services | 7,862.30 | 33,846.48 | 109,573.00 | 30.89% |
| Professional Fees | | | | |
| Engineering Fees | 0.00 | 0.00 | 400.00 | 0.0% |
| Auditing Services | 0.00 | 0.00 | 5,200.00 | 0.0% |
| Legal Services | 4,203.35 | 4,203.35 | 15,000.00 | 28.02% |
| Total Professional Fees | 4,203.35 | 4,203.35 | 20,600.00 | 20.41% |
| Supplies and Materials | | | | |
| Office | 1,304.13 | 1,620.26 | 5,400.00 | 30.01% |
| Total Supplies and Materials | 1,304.13 | 1,620.26 | 5,400.00 | 30.01% |
| Services | | | | |
| Advertising | 0.00 | 113.78 | 200.00 | 56.89% |
| Membership and dues | 0.00 | 4,391.00 | 4,467.00 | 98.3% |
| Bank charges | 79.43 | 290.06 | 820.00 | 35.37% |
| Elections | 0.00 | 0.00 | 2,825.00 | 0.0% |
| Insurance/bonds | 0.00 | 7,351.49 | 7,500.00 | 98.02% |
| Miscellaneous oper. exp. | 0.00 | 0.00 | 700.00 | 0.0% |
| Newsletter/website/flyers | 0.00 | 140.40 | 1,500.00 | 9.36% |
| Printing & Delivery Newsletter | 180.20 | 510.20 | 2,300.00 | 22.18% |
| Postage | 17.90 | 22.01 | 500.00 | 4.4% |
| Property Tax | 0.00 | 285.08 | 1,100.00 | 25.92% |
| Tax collection | 156.71 | 534.65 | 2,800.00 | 19.1% |
| Telephone | 392.58 | 1,718.29 | 4,320.00 | 39.78% |
| Training | 125.00 | 365.00 | 800.00 | 45.63% |
| Travel | 109.30 | 212.80 | 1,200.00 | 17.73% |

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|--|-----------|------------|------------|--------|
| Total Services | 1,061.12 | 15,934.76 | 31,032.00 | 51.35% |
| Capital Outlay | | | | |
| Community Center HVAC | 0.00 | 0.00 | 12,000.00 | 0.0% |
| Sidewalk repairs | 0.00 | 33,400.00 | 33,400.00 | 100.0% |
| Reserve for Capital Replacement | 0.00 | 0.00 | 10,000.00 | 0.0% |
| Total Capital Outlay | 0.00 | 33,400.00 | 55,400.00 | 60.29% |
| Total General Government | 27,889.84 | 113,024.70 | 326,997.00 | 34.56% |
| Parks & Recreation | | | | |
| Parks/Rec. Supplies & Materials | | | | |
| Flags | 0.00 | 0.00 | 2,500.00 | 0.0% |
| Janitorial /Cleaning Supplies | 0.00 | 0.00 | 400.00 | 0.0% |
| Food/Provisions - events | 0.00 | 814.41 | 2,500.00 | 32.58% |
| Pool Supplies | 0.00 | 38.48 | 3,000.00 | 1.28% |
| Total Parks/Rec. Supplies & Materials | 0.00 | 852.89 | 8,400.00 | 10.15% |
| Parks/Rec Services | | | | |
| Pool Attendant Salaries | 0.00 | 90.00 | 750.00 | 12.0% |
| Pool Resurfacing | 16,656.00 | 33,312.00 | 60,000.00 | 55.52% |
| Pool management fee | 0.00 | 12,712.50 | 51,290.00 | 24.79% |
| Pool Operations | 250.00 | 530.84 | 11,100.00 | 4.78% |
| Comm. center maintenance | 335.45 | 1,665.11 | 7,300.00 | 22.81% |
| Seasonal Decorations | 2,850.00 | 2,850.00 | 13,400.00 | 21.27% |
| Events Services | 0.00 | 320.00 | 1,200.00 | 26.67% |
| Water/Sewer | 1,196.51 | 3,971.50 | 9,600.00 | 41.37% |
| Natural Gas | 27.29 | 108.30 | 1,000.00 | 10.83% |
| Total Parks/Rec Services | 21,315.25 | 55,560.25 | 155,640.00 | 35.7% |
| Maintenance of Common Areas | | | | |
| Landscaping | 12,050.00 | 44,600.00 | 148,000.00 | 30.14% |
| Park maintenance | 8,039.29 | 18,130.81 | 48,400.00 | 37.46% |
| Pond maintenance | 0.00 | 6,140.00 | 24,420.00 | 25.14% |
| Electric Maintenance | 755.00 | 2,752.97 | 5,000.00 | 55.06% |
| Repairs of Common Areas | 137.00 | 282.40 | 2,000.00 | 14.12% |
| Total Maintenance of Common Areas | 20,981.29 | 71,906.18 | 227,820.00 | 31.56% |
| Parks/Rec Capital Outlay | | | | |
| Reserve for pool re-plastering | 0.00 | 0.00 | 20,000.00 | 0.0% |
| Benches, Tables etc. | 0.00 | 441.89 | 4,000.00 | 11.05% |
| Pool Renovations | 0.00 | 0.00 | 0.00 | 0.0% |

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|--------------------------------|------------|------------|--------------|--------|
| Total Parks/Rec Capital Outlay | 0.00 | 441.89 | 24,000.00 | 1.84% |
| Total Parks & Recreation | 42,296.54 | 128,761.21 | 415,860.00 | 30.96% |
| Public Services/Safety | | | | |
| Electric bills | 9,013.43 | 37,072.09 | 109,600.00 | 33.83% |
| Street Signs | 519.00 | 519.00 | 2,000.00 | 25.95% |
| Waste Collection | 15,227.32 | 45,681.96 | 184,000.00 | 24.83% |
| Law enforcement | 41,176.00 | 82,352.00 | 164,704.00 | 50.0% |
| Total Public Services/Safety | 65,935.75 | 165,625.05 | 460,304.00 | 35.98% |
| Total Expense | 136,122.13 | 407,410.96 | 1,203,161.00 | 33.86% |
| Net Ordinary Income | 10,545.19 | 192,203.48 | 0.00 | 100.0% |
| Powell Bill | | | | |
| Other Income | | | | |
| Fund Bal. from Powell Bill | 0.00 | 0.00 | 0.00 | 0.0% |
| Interest - Powell Funds | 0.92 | 2.87 | 0.00 | 100.0% |
| Powell Bill Revenue | 48,448.66 | 48,448.66 | 0.00 | 100.0% |
| Total Other Income | 48,449.58 | 48,451.53 | 0.00 | 100.0% |
| Other Expense | | | | |
| Street Exp. - Powell Bill | 0.00 | 100.00 | 0.00 | 100.0% |
| Total Other Expense | 0.00 | 100.00 | 0.00 | 100.0% |
| Net Powell Bill | 48,449.58 | 48,351.53 | 0.00 | 100.0% |
| Net Excess of Rev. over Exp. | 37,904.39 | 143,851.95 | 0.00 | 100.0% |

PLANNING BOARD: Mark Phillips shared that Planning Board did not meet in October and the November meeting has been moved to November 12th at 7 pm.

PARK AND RECREATION BUSINESS: Mayor David Cleveland thank John Barnes and Baucom Electric for having the recessed LED light installed in the interior of the castle at the corner of Faith Church Road and Creft Circle.

Swim Specialties is just about finished re-plastering the pools and repairing the coping on the main pool. A fourth step has been added to the adult pool and the hand rail will be placed in the center of the steps.

Lucas Landscaping has planted the fall flowers and has spread approximately 200 yards of new hardwood mulch in the beds in the common areas. Lucas has also replaced the shrubs in front of and behind the wall at the Queens and Hoover Park. The replacement of the pier caps and miscellaneous brick work will soon complete this project.

Michael Wienecke has started installing the Christmas lights and decorations.

The playgrounds at Veterans Park and Azalea Park are in desperate need of mulch. Lucas Landscaping has provided quotes to add 35 yards of playground mulch to Veterans Park and 25 yards to Azalea Park for a total cost of \$3900. P&R would like to request approval for these two projects which will be funded out of Park Maintenance. Fabian Szarko made the motion to approve the Cypress mulch for the two playgrounds. Sandy Coughlin seconded the motion. Vote – Unanimous.

P&R surveyed the common areas and cul-de-sacs with Lucas Landscaping on October 19th and came up with a list of 60 trees, shrubs and grasses that needed replacement. Lucas provided a quote for \$2665 to replace these plants, and P&R would like to request approval for these replacements which will be funded out of Park Maintenance. Pam Jack made a motion to approve the replacement trees, shrubs and grasses for \$2,665. Fabian Szarko seconded the motion. Vote – Unanimous.

Fabian Szarko shared that the annual Chili Cook-off will be held Saturday, November 14th from 6:00 PM to 8:00 PM at the Community Center. We are in need of more chefs. Residents who are interested in entering their favorite Chili recipe should contact Cheri Clark or Event Coordinator Wayne Daniels.

The annual Christmas tree lighting will be held on Sunday, December 6th from 5:30 PM to 6:30 PM in the Town Center Park. Music will be provided by the Union Academy Band Octet and the Union Academy Choir. Scriptures will be read by Pastor Lonnie Pittman of Faith United Methodist Church.

The Finance Officer Cheryl Bennett provided the 2015 Pool Report for P&R and Council. Total Revenues for the season \$63,211 and Total Expenses - \$66,192. Total Cost for the Pool after Revenues, Expenditures and Depreciation was \$18,318. Cheryl Bennett noted that the residential pool memberships were down slightly and suggested that the Village actively promote 2016 Pool Memberships.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the EDC sent an Invitation to Bid to four companies on the Decorative Directional Signs for the Village of Lake Park, extended the bid deadline, reached out to each bidder and still only received one bid for the project. Ron Oxford, Banner Signs provided a reasonable price for signage, lives in the community and already handles other signage needs within the Village. To replace fourteen decorative directional signs - \$9,325. The EDC has \$4,000 in their budget that could be spent on the project. Sandy Coughlin asked Council whether \$6,000 could be allocated this year or should the project be completed over two budget years. Sandy Coughlin made a motion to

approve \$4,000 for the decorated directional signs. Mark Phillips seconded the motion. Vote – Unanimous.

PUBLIC SERVICES (Sidewalks, Waste Collection & Street Lighting): Fabian Szarko discussed Council installing signage on the Village alleyways. If it is the pleasure of Council, thirty signs would be needed to address all of the alleys. Signs could either be single bladed - \$8,100 or two bladed signs - \$9,900. The lack of signage of the alleys creates a safety hazard to our first responders. Council tabled the discussion until budget workshop.

Mayor David Cleveland shared that the curbs on Ginger Lane and on one end of Fennell Street are crumbling. Cardinal Construction has provided a quote to replace the sections of broken curb - \$3,100. Sandy Coughlin made a motion to spend \$3,100 in Powell Bills Funds for the curb repairs. John Barnes seconded the motion. Vote – Unanimous.

John Barnes shared that the interior light at the castle cost \$200 for the installation and that it cost the Village \$0.25 a day to light the castle from dusk to dawn.

COMMUNICATION: The deadline for articles and information for the November newsletter is Friday, November 13, 2015 at 5 p.m. Topics to be included: P&R items, Chili Cook-Off winners, Waste Collection, Election Information, House Numbers, Upcoming Events and Village vs HOA responsibilities.

COUNCIL COMMENTS: Mark Phillips wished everyone a Happy Thanksgiving and safe travels.

Fabian Szarko, Pam Jack, Sandy Coughlin, John Barnes and Mayor David Cleveland thanked all the candidates for running for office and for wanting to make a difference in the Village.

ADJOURN: Pam Jack made the motion to adjourn the meeting. Fabian Szarko seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

